TECHNICAL TYPOS

Presented at

Doctrine Conference

10/27/2005

Institute for Federal Printing &
Electronic Publishing

TYPOGRAPHY

✓The art or process of setting or arranging type

What Are The Causes Of Typos?
(Typographical Errors)

- ✓ Errors made by operator key stroking
- ✓ Errors made by mechanical typesetting devices
- ✓ Spelling, grammatical, and editing errors
- ✓ "Technical Typos"

MY MISTAKE

But What About Technical Typos?

✓ "Gremlins" just happen

✓ To many people Gremlins are unexpected, unexplainable, problems, BUT …. publication professionals do expect and can explain many gremlins

What Are Some Causes of Technical Typos?

- ✓ 1. Known Software Errors
- ✓ 2. Known Imaging Device Errors
- ✓ 3. Known Original Material Shortcomings
- ✓ 4. Inexperienced Desktop Publishers
- ✓ 5. Blind Dependence On Technology
- ✓ 6. "Gremlins" Just Happen

IFPEP - Technic
al Typos

1. Known Software Errors

1a. My Spell Checker
(by Chuck Jernigan)

- ✓ I have a spelling checker,
  it came with my PC.
- ✓ It plainly marks four my revue
  mistakes I cannot sea.
- ✓ I've run this poem threw it,
  I'm sure your peas to no.
- ✓ Its letter perfect in its weigh,
  my checker tolled me sew.

Check your spelling then

check your righting!!!!!!

IFPEP - Technic al Typos

1b. Hairline Rules

✓Selecting ***Hairline Rule*** produces the thinnest rule the output device can make and thus it may "disappear" to you

✓Laser printers are: 300 to 600 DPI

✓Imagesetters are: 1200 to 2400 DPI

IFPEP - Technical Typos

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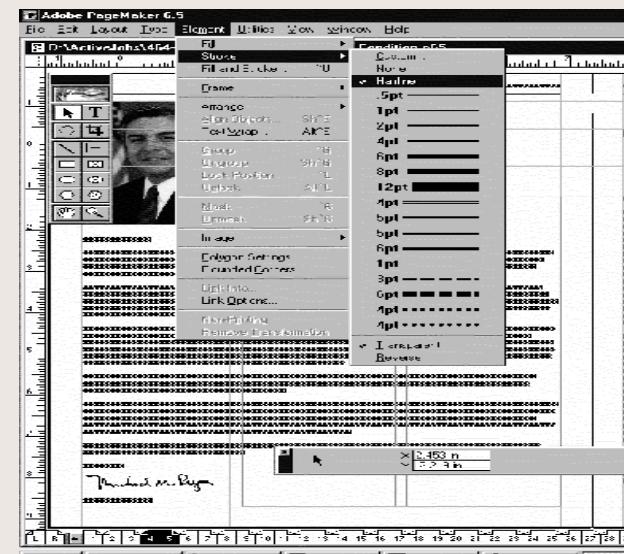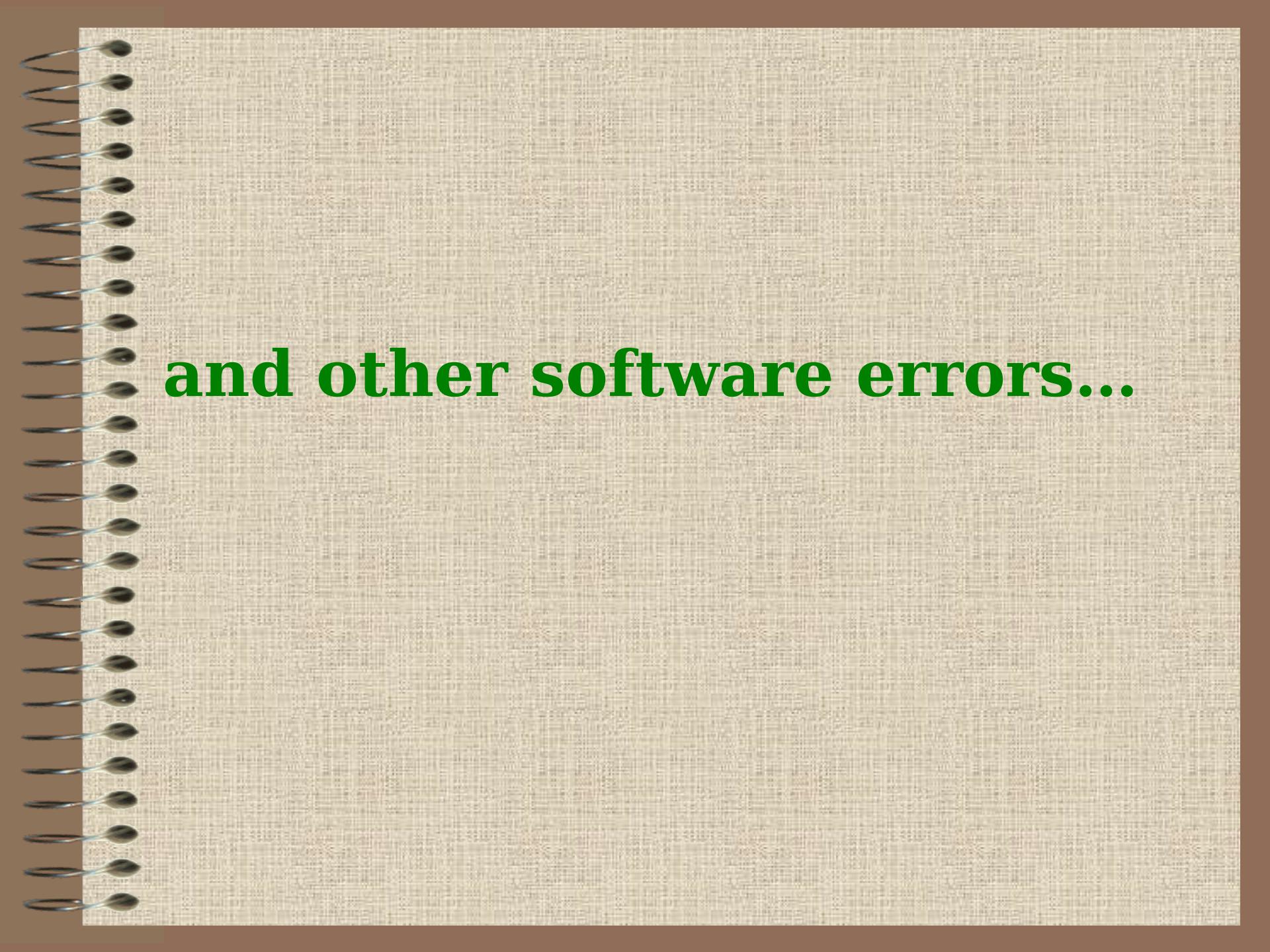
and other software errors...

2. Known Imaging Device Errors

2a. Mixing Font Systems

✓ Older imagesetters (film/plate exposing devices) may throw odd characters, when faced with files containing fonts from different font systems

✓ Only the newest imagesetters can take files with Truetype and PostScript fonts
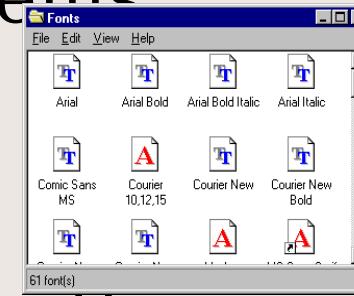
2b. Stylizing Fonts on a Mac

✓ Pressing bold or italic on the pull down menu on a Mac will show bold or italic on the screen but only appear as "normal" upon imaging

✓ Use an actual bold or italic font

and other device errors...

3. Known Shortcomings in Original Material

3a. Scanning Documents

✓ Optical Character Recognition (OCR)
  is (95-98%) successful BUT…

✓ Characters that are fuzzy, light, or too close together) may be interpreted as other characters

✓ Example: share w/r&e too close = sham

3b. Odd Characters in Word Processing Programs

- ✓ Odd fonts, even on spaces or other unseen characters, may change to a different character between word processing and DTP

- ✓ Educate authors to supply plain vanilla text

- ✓ In the page layout program convert all characters, including spaces, to a known font before doing DTP

and other original material errors...

4. Inexperienced Desktop Publishers
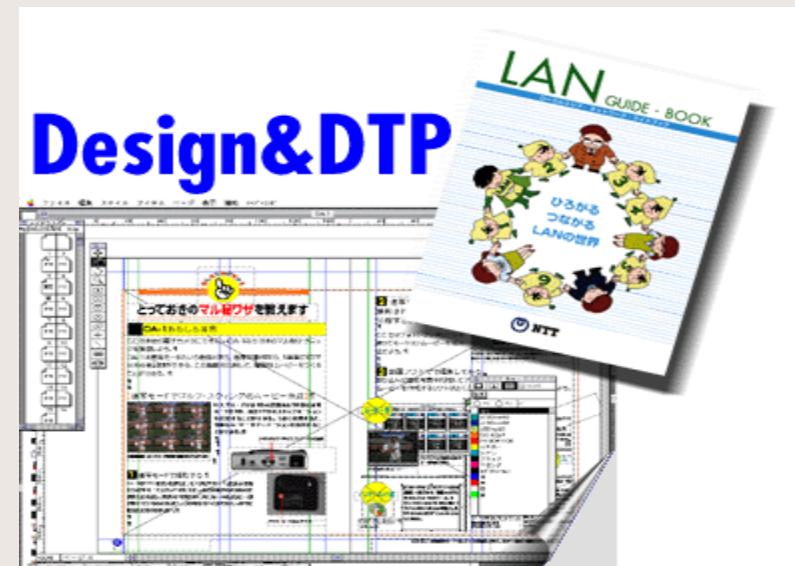
4a. Left Behind Graphics

✓ Nailing a graphic to a page rather than to the text can cause the graphic to "be left behind" when text is corrected/added later and moves past the graphic
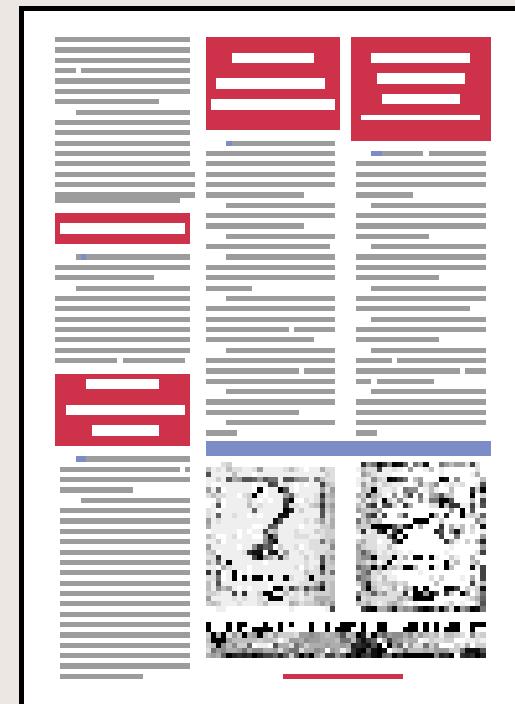
4b. Text Reflow after Proof Additions/Corrections

✓ Additions/corrections at the printing company may cause reflow for several paragraphs or even pages

✓ Check up to the next major break
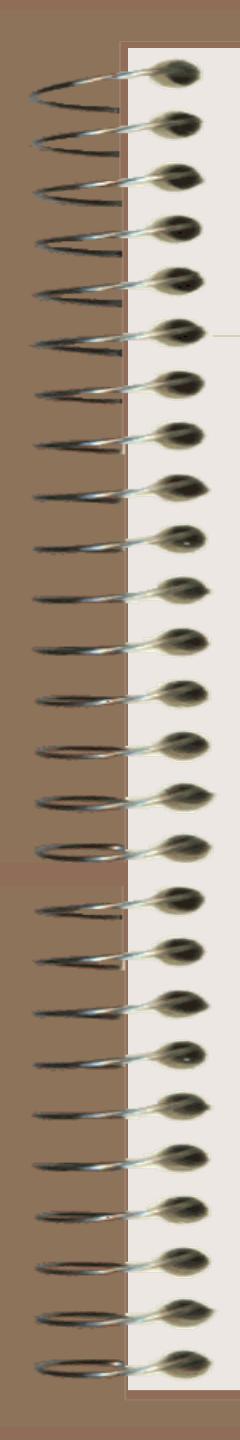
Set Design Parameters

- ✓ Consider how the end user will use the product
- ✓ Decide page size and other parameters first
- ✓ Create the product using the parameters established

and other inexperience errors...

5. Blind Dependence on Technology

5a. It Was OK on My Monitor

✓ It was OK ON MY MONITOR! "I don't need proofs"

✓ Selecting colors via monitor instead of from an ink book may produce the totally wrong color or,
  "See the red line in the chart" when in print the line is orange-brown causing the reader to pick the wrong line

5b. Fonts

✓ Fonts have versions, different versions   may cause re-flow

✓ A similarly named font by a different manufacturer may have different special characters

✓ There is no font fairy

✓ Supply copies of your f...
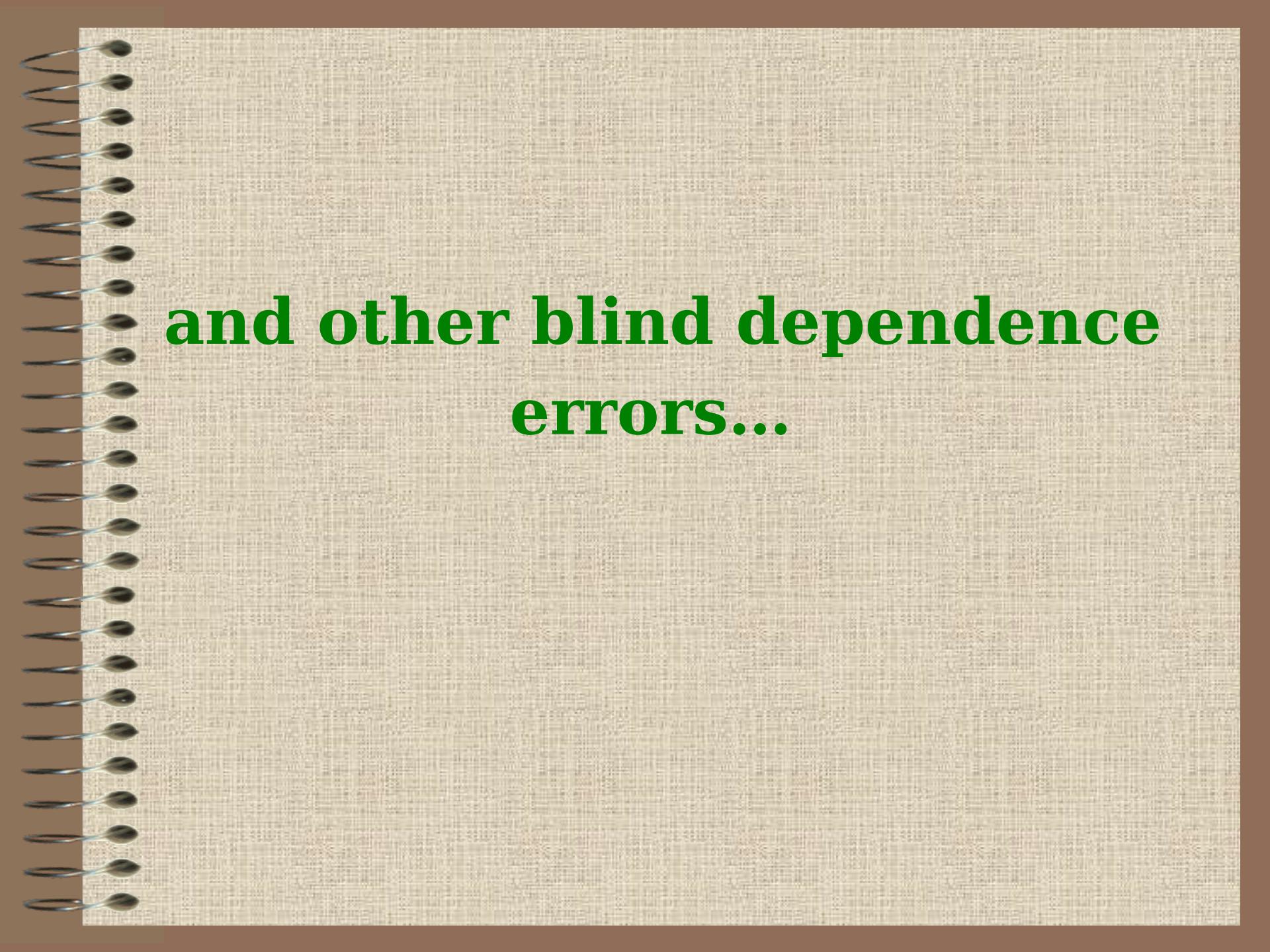
and other blind dependence errors...

And Gremlins Do Happen!!
So
What Do Other Agencies Do?

Some Possible Solutions

✓ Set up a working group and hold meetings to discuss issues (DOE)

✓ Assign a "buddy" to new publishers (OMB)

✓ Require grantees and contractors to follow GPO's best practices guidelines (pub.300.6)
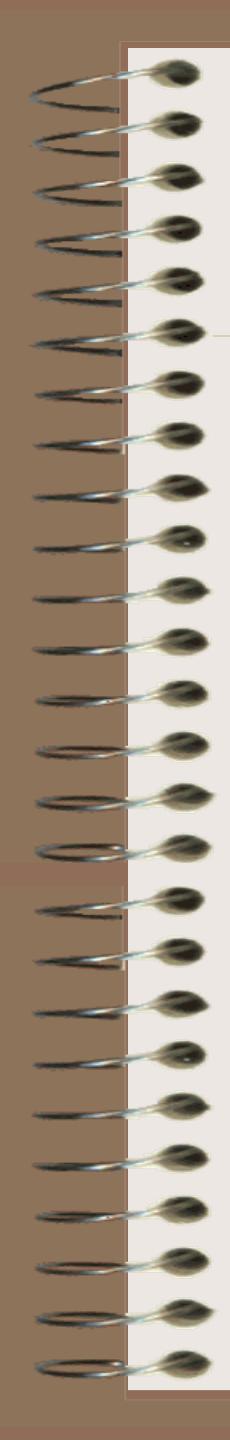
More Possible Solutions?

✓ Train everyone in the publishing chain to be aware of and check for errors and gremlins (NIOSH and others)*

  * IFPEP's DTP class covers the 60 most common errors and gremlins

✓ Check and recheck at all stages – use new eyes (various agencies)

✓ Contract for on-site proofreaders (IRS)

More Possible Solutions

✓ Use GPO's free e-Pub consulting group

   (many agencies)

✓ Have e-pub run test files for critical projects (many agencies)

✓ Hire extra eyes at GPO (NASA & Tech Review)

More Possible Solutions?

✓ Establish a dedicated publishing section

✓ Hold national/regional publishing conferences (Fish &Wildlife)

✓ Publish booklets telling how-to…(USGS)

✓ Standardize Software & Fonts (USGS)

✓ Turn to PDF – solves some problems but opens others

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Preventing/Catching Technical Typos

✓ Your Agency's Solution ??????????